



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339
860

<http://www.ledyardct.org>

Roxanne M. Maher
Administrative Assistant

HYBRID FORMAT

Chairman Gary St. Vil

**MINUTES
ADMINISTRATION COMMITTEE
REGULAR MEETING**

Wednesday, May 13, 2026

5:30 PM

Town Hall Annex Building

DRAFT

- I. **CALL TO ORDER** – The Meeting was called to order by Committee Chairman Councilor Garcia-Irizarry at 5:31 p.m. at the Council Chambers, Town Hall Annex Building.

Councilor Garcia-Irizarry welcomed all to the Hybrid Meeting. She stated for the Town Council Administration Committee and members of the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town's Website – Granicus-Legistar Meeting Portal.

II. **ROLL CALL-**

Attendee Name	Title	Status	Location	Arrived	Departed
Bill Barnes	Town Councilor	Present	In-Person	5:31 pm	6:55 pm
April Brunelle	Town Councilor	Excused		5:31 pm	6:55 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:31 pm	6:55 pm
Ty (Earl) Lamb	Town Councilor	Present	In-Person	5:31 pm	6:55 pm
Christine Dias	Director of Human Resources	Present	In-Person	5:31 pm	6:55 pm
Scott Johnson, Jr.	Director-Parks, Recreation & Senior Citizens	Present	In-Person	5:31 pm	6:55 pm
Karen Parkinson	Historic District Commission Chairman	Present	Remote	5:31 pm	6:55 pm
Doug Kelley	Historic District Commission Vice Chairman	Present	In-Person	5:31 pm	6:55 pm
Pamela Ball	Farmers Market Committee Chairman	Present	Remote	5:31 pm	6:55 pm
Brandon Graber	Resident	Present	In-Person	5:31 pm	6:55 pm
Jeff Eilenberger	Resident	Present	In-Person	5:31 pm	6:55 pm
Victoria Ericson	Resident	Present	In-Person	5:31 pm	6:55 pm
Edwin Murray	Resident	Present	In-Person	5:31 pm	6:55 pm
Eleanor Murray	Resident	Present	Remote	5:31 pm	6:55 pm
Lee Ann Berry	Resident	Present	Remote	5:31 pm	6:55 pm
Brandon Sabag	Resident	Present	Remote	5:31 pm	6:55 pm
Colleen Lauer	Resident	Present	Remote	5:31 pm	6:55 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:31 pm	6:55 pm

III. **CITIZENS' COMMENTS**

Mr. Earl (Ty) Lamb, 95 Lambtown Road, Town Councilor, commented on the number appointment applications received from residents interested in serving their community. He stated there were a number of new Appointments on tonight's Administration Committee noting the following:

- New Ad Hoc Committee to Evaluate Separate Planning Commission & Zoning Commission – Mr. Lamb noted that he supported the appointment of Mr. Kevin Dombrowski, Ms. Beth Ribe, Mr. M. Dave Schroeder, Jr., and Mr. Edwin Murray. He noted all of the candidates were great.
- Retirement Board – Mr. Lamb stated that Mr. Gruszkowski was a Program Manager for Huntington Ingalls Industries (HII) noting he worked onsite at Electric Boat/General Dynamics. He stated Mr. Gruszkowski recently retired and that he supported his appointment to the Retirement Board.
- Historic District Commission – Mr. Lamb noted that Ms. Kim Millar’s family has lived in Ledyard for many years. He also noted as the former Historic District Commission Chairman that he worked Ms. Victoria Ericson, noting that she made a great impact.

Mr. Lamb stated all the appointments on tonight’s Administration Committee Agenda were great candidates.

Mr. Doug Kelley, 40 Pinelock Drive, Gales Ferry, Historic District Commission Vice-Chairman, stated that he agreed with Mr. Lamb’s comments noting the Town was lucky to have the number of qualified candidates that were willing to volunteer to serve their community. He stated three appointment applications were received to fill one vacancy on the Historic District Commission. He stated earlier today Mr. Cory Watford withdrew his application. He stated the two remaining candidates would be an asset to the Commission.

Mr. Kelley went on to comment on the following candidates:

- Ms. Victoria Ericson – Mr. Kelley stated that he personally worked with Ms. Ericson to develop a budget, develop a fee schedule, draft a contract for event rentals at the Nathan Lester House museum, vision planning, and the exhibit design at the museum. He also noted that Ms. Ericson had a background in Historic Preservation. He stated that she worked at the Nathan Lester House Museum as an independent contractor performing Museum Director Services. She also volunteered on the Research Committee to design gardens; and that she created children’s programming for the Nathan Lester House weekly Storytime event, as well as a community Fourth of July Celebration, and Art Week at the museum.
- Ms. Kim Millar – Mr. Kelley stated that Ms. Millar was a native of Ledyard, noting that she rehabbed a Cape Cod house that was built in 1707 and has a passion for history. After retiring from her medical practice Ms. Millar organized, researched and documented several thousand photographs and memorabilia at the Yale compound in Gales Ferry.

Mr. Kelley went on to note that Historic District Commission Chairman Karen Parkinson asked that he pass along her comments, noting that all three applicants were viable candidates. Because the Historic District Commission's prided themselves on being a non-partisan group they needed to have representation from the Gales Ferry side of town, noting that currently all the Commission Members lived on the Ledyard side of town. Ms. Millar lives in Gales Ferry and she was a strong advocate for historic preservation and that the Commission has come to rely on her for research work.

Councilor Garcia-Irizarry thanked the residents for their comments.

IV. PRESENTATIONS/INFORMATIONAL ITEMS - None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Administration Committee Minutes of April 8, 2026
Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

VOTE: 2- 0 Approved and so declared

VI. NEW BUSINESS -

1. MOTION to adopt the proposed Social Services Coordinator job description as presented in the draft date May 5, 2026.
Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry
Discussion: Human Resources Director Christine Dias explained that the proposed Social Services Coordinator job description was a new non-union, part-time position. She stated this individual would work about 8 – 10 hours per week; or more depending on the time of year. She stated the Social Services Coordinator would work with the Linda C. Davis Food Pantry; handle the Holiday and Seasonal Programs such as the Backpack Program, Holiday Baskets, Toy Drives, and Adopt a Family. In addition they would work with Ledyard Inter-Church Emergency Fund (LICEAF), United Way, Thames Valley Council for Community Action (TVCCA), the Mayor, and others. She went on to note that this position would also serve as the Senior Citizens Municipal or the town, which was required by State Statute.

Councilor Garcia-Irizarry addressed the following:

- Age for Senior Citizens - Councilor Garcia-Irizarry noted the proposed job description stated that it was 60+. The Committee agreed to correct the Senior Citizens Age to 55+.
- Attend Meetings - Councilor Garcia-Irizarry stated that the proposed job description did not include attending the Social Services Board Meetings. Ms. Dias noted the “*Skills, Knowledge and Ability*” included the following language:

“Ability to regularly engage in activities necessitated by the position outside of normal business hours, i.e., evening meetings, emergencies, etc.”

Ms. Dias went on to explain that the Mayor’s Executive Assistant would handle the posting of the agenda and minutes.

Administrative Assistant Roxanne Maher explained by leaving the language general such as “*evening meetings*” that as the Senior Citizens Municipal Agent may asked to attend a Senior Citizens meeting; or other commission meetings.

Councilor Garcia-Irizarry noted that former Mayor Executive Assistant/Social Services Coordinator Kristen Chapman was handling all of this work, which was now taking three positions to do. She expressed her appreciation for all the work that Ms. Chapman did for the town while she was working for the Mayor.

VOTE: 2 – 0 Approved and so declared

RESULT:	2 – 0 APPROVED TO RECOMMEND
MOVER:	Bill Barnes, Committee Member
SECONDER:	Carmen Garcia-Irizarry, Committee Member
AYES:	Bill Barnes, Carmen Garcia-Irizarry
EXCUSED:	April Brunelle

2. MOTION to endorse the Parks, Recreation & Senior Citizens Commission’s proposal to dedicate the new pavilion at the Lantern Hill Road Park in the name of Janet Barnett (Janet Barnett Pavilion).

Moved by Councilor Garcia-Irizarry, seconded by Councilor Barnes

Discussion: Parks, Recreation, & Senior Citizens Director Scott Johnson, Jr., provided some background explaining that the Parks & Recreation Commission was building a new park at the Lantern Hill Valley Pond, which the Town was leasing for 99-years from Mr. and Mrs. Graham, to be used for public non-motorized passive recreation. He explained the new park would include a boat launch for non-motorized watercraft, two parking lots, a pavilion, and picnic tables.

Mr. Johnson continued by noting that Mrs. Sandy Fedors approached the Park, Recreation, & Senior Citizens Commission explaining that the JB Memorial Grant was created by monies that Ms. Janet Barnett left after her passing last year, to be used to create and support projects that enhance community spaces. He noted that Mrs. Fedors applied for and received \$5,000 from the JB Memorial Grant, which she has chosen to donate toward the purchase of the Lantern Hill Valley Park Pavilion. He noted because the Pavilion would be a short paddle on Long Pond to Ms. Barnett’s family’s cottage that had been part of her life since the 1940’s that the Parks, Recreation & Senior Citizens Commission agreed to install a plaque on the Lantern Hill Valley Park Pavilion to honor Janet Barnett and recognizing her generous donation.

Mr. Johnson stated that Ms. Barnett was a lifelong Ledyard resident and a strong community advocate, noting the many things she did were included in the letter that was attached to the agenda packet on the meeting portal. He stated Ms. Barnett gave a lot to the town, and was deserving of this dedication; and that he hoped the Town Council would agree. He stated a Ribbon Cutting and Dedication Ceremony would be held once the Pavilion and Park were completed.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND
MOVER: Carmen Garcia-Irizarry, Committee Member
SECONDER: Bill Barnes, Committee Member
AYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

3. MOTION to recommend the Town Council endorse the Parks, Recreation & Senior Citizens Commission's proposal to dedicate the Senior Center Fitness Room in the name of Paula Crocker (Paula Crocker Fitness Center).

Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

Discussion: Parks, Recreation, & Senior Citizens Director Scott Johnson, Jr., provided some background explaining that American Rescue Plan Act (ARPA) Funding was specifically awarded to the Senior Center. He stated among the projects the Senior Center decided to use the funding for was to build a Fitness Center. He stated Commissioner Ms. Paula Crocker passed away on April 21, 2026, noting that she was a dedicated volunteer in serving on the Senior Citizens Commission. He stated that Ms. Crocker delivered TVCCA Meals on Wheels; helped Jimmy in the kitchen with meal preparations, she called bingo once a week and she actually bought the prizes too. He stated that it was Ms. Crocker's idea, along with Ms. Carol Schneider, to start the Senior Prom. He noted that Ms. Crocker understood the need to bring younger Senior Citizens into the Center and she was instrumental in advocating to build the Fitness Center. In addition, Ms. Crocker also served on the Housing Authority as their Recording Secretary and collaborated with the Beautification Committee to create teacup flowers for Valentine's Day, and wreaths for Christmas. He stated unfortunately Ms. Crocker was sorely missed, noting that it now takes seven volunteers to do the work Ms. Crocker did for the Senior Center and for the Town.

Mr. Johnson concluded by stating the Parks, Recreation, & Senior Citizens Commission believed that it was appropriate to dedicate the Fitness Center to Ms. Crocker; and that he hoped the Town Council would agree with naming it the *Paula Crocker Fitness Center*.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND
MOVER: Bill Barnes, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

Councilor Garcia-Irizarry stated the Town Council received eight Appointment Applications from residents interested in serving on the newly established "*Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission*". However, she stated that the Committee was only calling for a total of four members with specific qualifications; plus one member from the Town Council for a total of five members.

The Administration Committee agreed to review each of the following Applications and to narrow down the selection for tonight's Motion. The Candidates that were not being selected for appointment were ~~struck-out~~ as noted below:

- ***One Member from the Community-at-Large with Planning experience:***
~~Mr. Michael Cherry (U) 5 Whippoorwill Drive, Gales Ferry~~
Mr. Tony Capon (D) 37 Silas Deane Road, Ledyard
Mr. Capon previously served as the Planning & Zoning Commission Chairman.
~~Mr. Jeffrey Kulo (D) 39 Chriswood Trace, Ledyard~~
- ***One Member from the Community-at-Large with Zoning experience***
Mr. Kevin Dombrowski (R) 139 Meetinghouse Lane, Ledyard
Mr. Dombrowski was a former Town Council Chairman and also served as the Chairman of the Land Use/Planning/Public Works Committee, and he previously served as the Zoning Commission Chairman
~~Mr. Michael Cherry (U) 5 Whippoorwill Drive, Gales Ferry~~
~~Mr. Eric Treaster, (R) 10 Huntington Way, Ledyard~~
~~Mr. Tony Capon (D) 37 Silas Deane Road, Ledyard~~
~~Mr. Jeffrey Kulo (D) 39 Chriswood Trace, Ledyard~~
- ***One Member from the Planning & Zoning Commission***
Ms. Beth Ribe (U) 129 Rose Hill Road, Ledyard
Ms. Ribe was currently serving on the Planning & Zoning Commission and the Commission nominated Ms. Ribe to serve in this capacity.
- ***One Member from the Community-at-Large***
Mr. Milton (Dave) Schroder, Jr., (U) 290 Whalehead Road, Gales Ferry
Mr. Schroeder has been an active member in the community often speaking at meetings on topics such as the proposed Ethics Ordinance.
~~Mr. Edwin Murray (R) 26 Devenshire Drive, Gales Ferry~~
- One Member from the Town Council – Chairman St. Vill will forward a recommendation.

The Administration Committee commented on the difficulty to only select four members, noting that each of the Candidates had extensive qualifications and experience. By consensus the Administration Committee agreed to forward the following Appointment Applications as noted in the Motion below:

4. MOTION to recommend the Town Council appoint the following Members to the *“Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission”* a for six-month term in accordance with Res#002-2026/Mar 25
 - ***One Member from the Community-at-Large with Planning experience:***
Mr. Tony Capon (D) 37 Silas Deane Road, Ledyard

- ***One Member from the Community-at-Large with Zoning experience***

Mr. Kevin Dombrowski (R) 139 Meetinghouse Lane, Ledyard

- ***One Member from the Planning & Zoning Commission***

Ms. Beth Ribe (U) 129 Rose Hill Road, Ledyard

- ***One Member from the Community-at-Large***

Mr. Milton (Dave) Schroder, Jr., (U) 290 Whalehead Road, Gales Ferry

- ~~***One Member from the Town Council***~~ (to be determined)

Moved by Councilor Garcia-Irizarry, seconded by Councilor Barnes

Discussion: Councilor Garcia-Irizarry noted the Administration Committee would address the Town Council Representative at their June 10, 2026 meeting. She stated it was exciting to have so many residents interested in serving their community.

VOTE:

2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND

MOVER: Carmen Garcia-Irizarry, Committee Member

SECONDER: Bill Barnes, Committee Member

AYES: Bill Barnes, Carmen Garcia-Irizarry

EXCUSED: April Brunelle

5. MOTION to recommend the Town Council appoint Mr. David Gruszkowski (R) 26 Saw Mill Drive, Ledyard, to the Retirement Board to complete a three (3) year term ending January 20, 2029 filling a vacancy left by Ms. DeGaetano.

Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Garcia-Irizarry stated with the appointment of Mr. Gruszkowski that there was still two Alternate Member vacancies for anyone who was interested in serving on the Retirement Board. She noted the importance of Alternate Members on the Town's Committees.

It was noted that the Retirement Board meets on the third Tuesday of each month at 10:00 a.m. in the Council Chambers.

Councilor Garcia-Irizarry stated with the appointment of Mr. Gruszkowski the Board would have four Republicans and one Democrat. Therefore, she questioned the membership breakdown to comply with the "*Minority Representation*"

Sec. 9-167a. Minority representation (a)(1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

“The maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of Total Membership	

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND
MOVER: Bill Barnes, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

6. MOTION to recommend the Town Council appoint Mr. Gary Schneider (D) 101 Inchcliffe Drive, Gales Ferry to the *“Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects for the Town of Ledyard”* as the Representative from the Community at Large with Construction Management Experience, for six-month term in accordance with Res#002-2026/Feb 11.

Moved by Councilor Garcia-Irizarry, seconded by Councilor Barnes

Discussion: Councilor Garcia-Irizarry noted the Administration Committee received two appointment applications (Items #6 & 7 on tonight’s Agenda) to serve on the *Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects* as the Representative from the Community-at-Large. She stated Mr. Schneider was a current member of the Permanent Municipal Building Committee (PMBC) and that he was the Public Works Director for the Town of Waterford, noting that he has experience with projects.

Administrative Assistant Roxanne Maher noted at the Town Council’s April 22, 2026 meeting the following members were appointed to the *Ad Hoc Committee to Develop a Process for Capital Improvement Building Projects* in accordance with the membership structure.

- Mr. Joseph Gush, 57 Town Farm Road, Ledyard -Permanent Municipal Building Committee

- Mr. Brandon Graber, 42 Church Hill Road Ledyard - Board of Education
- Mr. Wayne Donaldson, Board of Education Director of Facilities
- Mr. Steve Masalin, Public Works Director/Town Engineer
- Mr. Matthew Bonin, Finance Director
- Mr. Ty (Earl) Lamb, 95 Lambtown Road, Ledyard, Town Council

Ms. Maher noted the position they were filling this evening was a Representative from the Community-at-Large with Construction Management Experience.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND

MOVER: Carmen Garcia-Irizarry, Committee Member

SECONDER: Bill Barnes, Committee Member

AYES: Bill Barnes, Carmen Garcia-Irizarry

EXCUSED: April Brunelle

7. MOTION to recommend the Town Council to appoint Mr. Chuck Warrington (U) 1058 Long Cove Road, Gales Ferry, to the “Ad Hoc Committee to Develop a Process for Capital Improvement Budding Projects for the Town of Ledyard” as the Representative from the Community at Large, for six-month term in accordance with Res#002-2026/Feb 11.

Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

Background: Mr. Warrington was a Licensed Civil Engineer in Connecticut and was employed as Regional Discipline Leader for Connecticut for Colliers Project Leader; working as an Owner’s Project Manager overseeing all of their services throughout Connecticut. His past work experience was with the State of Connecticut Department of Transportation (DOT); and Eastern Connecticut State University.

Discussion: Councilor Garcia-Irizarry noted that Mr. Warrington was currently working for Ledyard as the Owner Representative for the Juliet W. Long Heating, Ventilation & Air Condition System (HVAC) installation. She noted the Project would not be completed in the next few weeks, because there were a few issues that still needed to be addressed. Therefore, she expressed concern that there could be a Conflict of Interest for Mr. Warrington to serve on this new Ad Hoc Committee.

VOTE: 0 – 2 Motion Failed

RESULT: 0 – 2 FAILED

MOVER: Bill Barnes, Committee Member

SECONDER: Carmen Garcia-Irizarry, Committee Member

AYES:

NAYES: Bill Barnes, Carmen Garcia-Irizarry

EXCUSED: April Brunelle

8. MOTION to recommend the Town Council appoint Ms. Anne Roberts-Pierson (U) 4 Anderson Drive, Gales Ferry, as a Regular Member to the Historic District Commission, to complete a five (5) year term ending December 6, 2029; filling a vacancy left by Ms. Lamb.

Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Garcia-Irizarry stated that Ms. Roberts-Pierson was currently serving as an Alternate Member on the Historic District Commission. She noted with the resignation of Ms. Kelly Lamb the Historic District Commission requested Ms. Roberts-Pierson be appointed as a Regular Member.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND

MOVER: Bill Barnes, Committee Member

SECONDER: Carmen Garcia-Irizarry, Committee Member

AYES: Bill Barnes, Carmen Garcia-Irizarry

EXCUSED: April Brunelle

Withdrawn

9. Discussion and possible action on the MOTION to recommend the Town Council appoint Mr. Cory Watford (R) 429 Colonel Ledyard Highway, Ledyard, as an Alternate Member to the Historic District Commission, to complete a five (5) year term ending December 6, 2028; filling a vacancy left by Ms. Roberts-Pierson.

Councilor Garcia-Irizarry noted that Mr. Watford submitted an email earlier today withdrawing his Appointment Application.

RESULT: WITHDRAWN

10. MOTION to recommend the Town Council appoint Ms. Kim Millar (U) 6 Riverside Place, Gales Ferry, as an Alternate Member to the Historic District Commission, to complete a five (5) year term ending December 6, 2028; filling a vacancy left by Ms. Roberts-Pierson.

Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Garcia-Irizarry noted they had two appointment applications to fill one vacancy on the Historic District Commission. She noted based on their education and experience that both candidates would be an asset to the Commission.

Councilor Barnes noted that Historic District Commission Chairman Parkinson mentioned that they did not have a member from the Gales Ferry District. He stated because Gales Ferry was a very historic part of their town that Chairman Parkinson thought that having a member from Gales Ferry would be a good addition. Therefore, he stated that he supported Ms. Millar's appointment to the Historic District Commission.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND
MOVER: Bill Barnes, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

11. MOTION to recommend the Town Council appoint Ms. Victoria Ericson (R) 85 Lambtown Road, Ledyard, as an Alternate Member to the Historic District Commission, to complete a five (5) year term ending December 6, 2028; filling a vacancy left by Ms. Roberts-Pierson.

Moved by Councilor Garcia-Irizarry, seconded by Councilor Barnes

Background: Ms. Ericson demonstrated her interest to serve on the Historic District Commission, working at the Nathan Lester House and with Members of the Commission on initiatives such as: budget development, fee schedules, contracts for event rentals at the museum, created weekly children programming; and on vision planning; etc..

Discussion: Councilor Garcia-Irizarry noted as Historic District Commission Vice-Chairman Doug Kelley mentioned earlier this evening (see III Public Comments above) Ms. Ericson would be an asset to the Commission. However, she stated that they unfortunately only had one vacancy to fill this evening.

Councilor Garcia-Irizarry stated that Ms. Ericson's Appointment Application would be kept on-file, and that she hoped when another vacancy becomes available on the Historic District Commission that Ms. Ericson would still be interested in serving the town.

VOTE: 0 – 2 Motion Failed

RESULT: 0 – 2 FAILED
MOVER: Carmen Garcia-Irizarry, Committee Member
SECONDER: Bill Barnes, Committee Member
AYES:
NAYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

12. MOTION to recommend the Town Council reappoint Ms. Sarah Martic (R) 59R Long Pond Road, South, Ledyard, to the Ledyard Farmers' Market Committee for a three (3) year term ending May 9, 2029.

Moved by Councilor Barnes, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Garcia-Irizarry stated Ms. Martic has served on the Farmers Market Committee for many years, noting that both the Committee and her respective party have endorsed her reappointment.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND
MOVER: Bill Barnes, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

13. MOTION to recommend the Town Council appoint Mr. Jeremy Norris (D) 12 Old Fort Lane, Ledyard, as an Alternate Member to the Ledyard Farmers' Market Committee to complete a three (3) year term ending February 26, 2029 filling a left by Mr. Hary. Moved by Councilor Barends, seconded by Councilor Garcia-Irizarry
Discussion: Councilor Garcia-Irizarry addressed the importance of Alternate Members, noting that Mr. Norris has expressed an interest in serving on the Farmers Market. She stated Mr. Norris was an active member of the community noting that he was currently serving on the Water Pollution Control Authority. She stated Mr. Norris' appointment has been endorsed by his respective party.

VOTE: 2 – 0 Approved and so declared

RESULT: 2 – 0 APPROVED TO RECOMMEND
MOVER: Bill Barnes, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: Bill Barnes, Carmen Garcia-Irizarry
EXCUSED: April Brunelle

14. Any other New Business proper to come before the Committee – None.

VII. OLD BUSINESS -

1. Continued discussion and possible action regarding the proposed "*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*" as referred back to the Administration Committee at the Town Council's April 8, 2026 meeting.

Councilor Garcia-Irizarry stated at the Town Council's April 8, 2026 meeting they reviewed the comments that were provided during the March 25, 2026 Public Hearing. She stated because some of the changes were thought to be significant changes; that Chairman St. Vil referred the proposed Ordinance back to the Administration Committee to make all of the updates and to bring the Ordinance back to another Public Hearing. She noted that the draft Ordinance provided this evening included all of the changes discussed at the Town Council's April 8, 2026 meeting.

The Administration Committee reviewed the proposed "*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*" as presented in the draft dated April 8, 2026 and made a few more editorials as presented in the draft below dated May 13, 2026.

AN ORDINANCE ESTABLISHING A
TOWN OF LEDYARD CODE OF ETHICS AND ETHICS COMMISSION

Be it ordained by the Town Council of the Town of Ledyard:

Section 1. Authority.

In accordance with Chapter III of the Town Charter, there is hereby established a Town of Ledyard Code of Ethics and Ethics Commission.

Section 2. Declaration of Policy and Purpose.

The trust of the public is essential for government to function effectively. The proper operation of the Town government requires that Town and Board of Education officials, employees and consultants be independent, impartial and responsible to the people; that governmental decision and policies be made in the proper channels of governmental structure; that public office and employment not be used for beneficial and/or financial interest; and that the public has confidence in the integrity of its government.

Section 3. Definitions

As used in this ordinance, the following words or phrases shall have the meanings indicated below:

“Agency” is any board, commission, authority or committee of the Town, including the Town Council and Board of Education.

“Beneficial interest” means any nonfinancial interest or special treatment that is not common to other citizens of the Town.

“Business day” means a day other than a Saturday, Sunday or other day in which the office of the Ledyard Town Clerk is closed to the public for business.

“Complainant” means a person who files a complaint under penalties of false statement against an official, employee or consultant containing an allegation of prohibited activities under the Code of Ethics.

“Confidential Information” means information acquired by a Town or Board of Education official, employee or consultant in the course of and by reason of performing an individual’s official duties and which is not a matter of public record or public knowledge.

“Consultant” means (i) an attorney hired by the Town or the Board of Education to provide legal services; (ii) any engineer, architect or construction manager hired by

the Town or the Board of Education to provide professional services related to construction projects; or (iii)

any professional who is hired by the Town to provide professional advice or services related to land use matters. In addition, the definition of what constitutes a consultant shall be limited to an officer or an employee of any Town or Board of Education contractor who has managerial or discretionary responsibilities with respect to a Town or Board of Education contract.

“Employee” is any person receiving a salary, wages or a stipend from the Town or Board of Education for services rendered, whether full-time or part-time.

“Family” means the spouse, domestic partner, fiancé, fiancée, parents, daughter-in-law, son-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, great-grandparents, children, stepchildren, foster children, siblings and their children, stepsiblings and their children, and foster siblings and their children, of an official, employee, or consultant, or his/her spouse or domestic partner.

“Financial Interest” means any interest that has a: (i) monetary value of one hundred dollars (\$100.00) or more or generates a financial gain or loss of one hundred dollars (\$100.00) or more in a calendar year; (ii) and is not common to the other citizens of the Town.

“Gift” is a gift of more than one hundred dollars (\$100.00) in value. A gift includes, but is not limited to, entertainment, food, beverage, travel and lodging to the extent that the gift value exceeds one hundred dollars (\$100.00) in any one (1) year from the same person.

Gifts do not include:

- a. A political contribution that is otherwise reported in accordance with the law.
- b. A loan made on terms that are commercially reasonable and not more favorable than loans made in the ordinary course of business.
- c. Certificates, plaques or other ceremonial awards costing less than fifty dollars (\$50.00).
- d. A rebate or discount on the price of anything of value made in the ordinary course of business, without regard to that person’s status.
- e. Honorary degrees.
- f. Costs associated with attending a conference or business meeting and/or registration or entrance fee to attend such conference or business meeting in which the Town or Board of Education official or Town Board of Education employee participates in his/her official capacity.
- g. Any gift provided to a Town or Board of Education official or Town or Board of Education Employee or to a family member of a Town or Board of Education official or Town or Board of Education Employee for the celebration of a major life event provided any such gift provided to an individual does not exceed one thousand

dollars (\$1,000.00) in value. A major life event shall include, but not be limited to, a ceremony commemorating an individual's induction into religious adulthood such as a confirmation or bar mitzvah; a wedding; a funeral; the birth or adoption of a child; and retirement from public service or Town employment.

"Inquiry" means a complaint or allegation of a possible violation of the Code.

"Managerial or discretionary responsibilities with respect to a Town or Board of Education contract" means having direct, extensive, and substantive responsibilities with respect to the negotiation of the contract and not peripheral, clerical, or ministerial responsibilities.

"Official" is any person holding elective or appointive office in the government of the town and shall include, but not be limited to, the Town Council, Board of Education or any other agency as defined herein.

"Respondent" means a person who is the subject of a complaint.

Section 4. Confidential information and Withholding of Information.

Town and Board of Education officials, employees or consultants may not disclose or use any information or records that are not available to the public except in the performance of official duties or as required by law or court order. No Town or Board of Education official, employee or consultant may withhold information or make a dishonest or fraudulent statement with the intent to deceive or to misrepresent material facts in the performance of his or her official duties.

Section 5. Conflict of Interest Provisions and Other Prohibited Activities

- A. A Town or Board of Education official, employee or consultant has a conflict of interest when that individual engages in or participates in any contract, transaction, decision, employment or rendering of service in which the Town or Board of Education official, employee or consultant or any member of his family has a financial or beneficial interest. Notwithstanding anything contained in this ordinance to the contrary, a Town or Board of Education official, employee or consultant may enter into a contract with the Town or the Board of Education if the contract is (i) publicly quoted or bid; or (ii) the Town or Board of Education official, employee or consultant is not involved in the awarding of the contract. In addition, the provisions of this section shall not apply to any employment or consultant contracts in which a Town or Board of Education official, employee or consultant is hired by the Town or the Board of Education to perform necessary services, including, but not limited to recreational services.
- B. A financial interest or beneficial interest presents a conflict of interest that is incompatible with the proper discharge of official responsibilities in the public interest if the Town or Board of Education official or employee has reason to believe or expect that he/she or any member of his family will obtain, secure, or advance such interest by reason of his/her actions in performance or nonperformance of his/her official responsibilities.

- C. A Town or Board of Education official, employee or consultant does not have a financial interest or beneficial interest that is incompatible with the proper discharge of his/her official responsibilities in the public interest if the interest accrues to such individual or his/her family members as a member of a profession, occupation, or group to no greater extent that it accrues to any other member of the profession, occupation, or group with which he/she is affiliated as set forth in Section 7-148h(b) of the General Statutes.
- D. No Town or Board of Education official or employee may directly hire or supervise a member of his/her family except for temporary emergency situations, including, but not limited to, inclement weather and labor shortages.
- E. Town officials and employees shall not use Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit. This section does not apply to Town-owned vehicles issued to emergency responders who are authorized by the Mayor, Fire Chief or Police Chief to take their Town-owned vehicles home, or vehicles issued to employees who are permitted to bring their Town-owned vehicles home as part of an employment agreement or contract.
- F. No Town or Board of Education official, employee or consultant shall solicit or accept any gift from any person or entity who or which is interested directly or indirectly in any business transaction or pending matter that is within the purview of such official, employee or consultant. No Town or Board of Education official, employee or consultant shall accept, or knowingly seek or cause to be given to any member of his/her family, any valuable favor, treatment, consideration, or advantage beyond that which is generally available to the citizens of the Town from any person who, to the knowledge of the official, employee or consultant, is interested directly or indirectly in any business transaction or pending matter that is within the responsibilities of the official, employee or consultant. For purposes of this section, a pending matter includes, but is not limited to, any application to any agency, a bid for work to be performed, an application for employment, and any bid for the furnishing of supplies, equipment or services.

Section 6. Disclosure and Disqualification.

- A. Any Town or Board of Education official, employee or consultant who has a conflict of interest, financial interest, or beneficial interest, direct or indirect, in any contract, transaction or decision within the purview of his/her official responsibilities shall disclose that conflict of interest in accordance with the provisions of this ordinance. Such disclosure shall disqualify the official, employee or consultant from participation in the matter, transaction or decision.
- B. No Town or Board of Education official, employee or consultant shall appear on behalf of any private person or party before any agency in connection with any cause, proceeding, application or other matter in which he/she has financial interest or beneficial interest without first disclosing such interest to the agency, which shall record such disclosure in the record of the agency's proceeding. This

Code shall not prohibit any current or former Town or Board of Education official, employee or consultant from appearing before any agency on his/her own behalf.

- C. If there is an uncertainty whether a Town or Board of Education official, employee or consultant has a conflict of interest, financial interest, or beneficial interest that could disqualify that individual from participation in a matter, such individual may request an advisory opinion from the Ethics Commission pursuant to this ordinance.
- D. Nothing in the Code shall be interpreted to authorize conduct restricted or prohibited by any provision of the Connecticut General Statutes including, but not limited to, Sections 8-11, 821 and 22a-42(c) of the Connecticut General Statutes that restrict conduct of members of municipal zoning and planning authorities and members of Inland, Wetlands and Watercourses commissions.

Section 7. Required Filings for Certain Town and Board of Education Officials.

The Mayor and the members of the Town Council and the Board of Education shall, on or before January 1st each year, file with the Town Clerk, on a form to be prepared by the Town Attorney, a statement, under oath, containing the following information:

- A. All real estate located within the Town of Ledyard owned by such official or held under lease for a term exceeding five years, excluding, however, his/her principal residence. The foregoing shall also apply to real estate in the Town of Ledyard owned or leased, by a corporation, trust or partnership in which any such official is the legal or equitable holder of at least five (5) percent of the legal or equitable interest in said corporation, trust, or partnership.
- B. The names of any firm, proprietorship, partnership or corporation of which said official is an employee or in which such official holds at least a five (5) percent interest; and if applicable, whether such firm, proprietorship, partnership or corporation has sold or supplied goods or services in excess of ten thousand dollars (\$10,000.00) per annum to the Town of Ledyard during the two (2) years immediately preceding such official's election to office, *and while in office.*
- C. Any income, fees, salary or wages, directly or indirectly, received by such official from the Town of Ledyard during the two (2) years immediate ~~preceding~~ *preceding* such official's election to public office, *and while in office.*

Section 8. Acknowledgment forms

- A. The Town Clerk shall provide a copy of the Code of Ethics to every Town and Board of Education official. Every Town official, including members of the Board of Education, shall sign and file with the Town Clerk an acknowledgement form, prepared by the Town Attorney, indicating his/her awareness of the provisions of

this Code. The Superintendent of Schools shall sign and file with the Board of Education Human Resources Director an acknowledgement form, prepared by the Town attorney, indicating his/her awareness of the provisions of this Code. The Human Resources Directors of both the Town and Board of Education, respectively, shall: (i) provide current Town and Board of Education employees a copy of the Code of Ethics within one-hundred-twenty (120) business days of its effective date; and (ii) provide a copy of the Code of Ethics to every Town and Board of Education employee within sixty (60) business days of employment. Copies of the Code of Ethics may be sent to officials and employees electronically.

- B. Within ten (10) business days of the effective date of this ordinance, the Code of Ethics shall be incorporated by reference into all prospective contracts entered into by the Town of Ledyard and the Board of Education with a consultant. The Human Resources Directors of both the Town and Board of Education, respectively, shall provide current Town and Board of Education consultants a copy of the Code of Ethics within thirty (30) business days of its effective date. Copies of the Code of Ethics may be sent to consultants electronically.
- C. The Mayor and Superintendent of Schools shall develop a protocol for periodic training of employees concerning the Code of Ethics. The Commission shall develop a protocol for periodic training of officials.
- D. The Town Council shall approve a procedure for monitoring compliance with this section and approve the training protocols specified in subsection (c).

Section 9. Establishment and Qualifications of Ethics Commission.

- A. Structure. The Ethics Commission shall be comprised of five (5) regular members and two (2) alternate members. All regular members and alternate members of the Ethics Commission shall be electors of the Town. No more than two (2) of the regular members may be affiliated with any one political party. At all times, at least one regular member shall be unaffiliated with any political party. Both alternate members may not be affiliated with the same political party.
- B. Member and alternate member qualifications. No regular member or alternate members shall:
 - i. be currently employed by the Town or Board of Education;
 - ii. have been employed by the Town or Board of Education for a period of two years prior to being appointed to the Ethics Commission;
 - iii. hold any elective Town office or have been elected to any elective Town office for a period of two years prior to being appointed to the Ethics Commission;
 - iv. be a current member of the Board of Education or have been elected to the Board of Education for a period of two years prior to being appointed to the Ethics Commission;

- v. serve as a member of another Town agency; *or have served as a member of another Town agency for a period of two (2) years prior to being appointed to the Ethics Commission.*
- vi. hold office in a political party or political committee; *or have held office in a political party or political committee for a period of two (2) years prior to being appointed to the Ethics Commission.*
- vii. have been found in violation of any state, local or professional code of ethics.

If a current member of the Ethics Commission files to run for any elective Town office or for the Board of Education, such member shall resign from the Ethics Commission within seven (7) days of said filing.

- C. Compensation Members will not be compensated for their service on the Commission.
- D. Organizational Meeting Within thirty (30) days of the appointment of the Ethics Commission, an organizational meeting shall be held at which members shall choose a Chair, Vice-Chair and a Secretary.
- E. Method and Terms of appointment The Town Council shall appoint the Ethics Commission members in the manner provided in the Town Charter. Members of the Ethics Commission shall be appointed by a minimum of (7) seven affirmative votes of the Town Council. Members shall be appointed for a term of three (3) years. If a member is appointed to fill an unexpired term, then that member's term ends at the same time as the term of the person being replaced. In making the original appointments under this ordinance, the Town Council shall designate two (2) regular members to serve for three (3) years, two (2) regular members to serve for two (2) years; one (1) regular member to serve for (1) year; one (1) alternate member to serve for three (3) years and one (1) alternate member to serve for two (2) years. Thereafter, vacancies shall be filled for a three (3) year term. Inaugural members shall be eligible to serve two (2) additional three (3) years term beyond his/her initial appointment. No member may serve more than three (3) terms total.
- F. Removal The Town Council may remove members for cause and fill the vacancy in accordance with the Town Charter. Cause for removal shall include, but is not limited to, an unexcused absence from three (3) consecutive meetings. It shall be the responsibility of the Chairman of the Ethics Commission to notify the Town Council when a member has not properly performed his/her duties.

Section 10. Powers and Duties of Ethics Commission.

- A. The Ethics Commission shall be authorized to consult with the Town Attorney or another attorney hired by the Commission if so authorized by the Town Council. The Ethics Commission shall be authorized to request that the Town Attorney provide advisory opinions.

- B. The Ethics Commission may render advisory opinions to any Town or Board of Education official, employee or consultant on whether conduct by that person would constitute a violation of the Code of Ethics. The Ethics Commission will make advisory opinions available to the public unless doing so would violate the confidentiality provisions of this Code of Ethics or is otherwise prohibited by law.
- C. The Ethics Commission may examine complaints and to make a determination of probable cause pursuant to the procedures outlined herein. The Ethics Commission may hold hearings concerning alleged violations of the code, may administer oaths, and may compel attendance of witnesses by subpoena to the extent permitted by law.
- D. The Ethics Commission may review the Code of Ethics policies and procedures on an as needed basis and may make recommendations to the Town Council regarding changes to the Code of Ethics policies and procedures. The Ethics Commission may take action to increase public awareness of the Code of Ethics.

Section 11. Ethics Commission Rules of Procedure.

- A. Advisory opinions. Any current, former or prospective Town of Ledyard or Board of Education employee, official or consultant may request an advisory opinion from the Ethics Commission as to whether conduct by that person or entity would violate the Code of Ethics. Any current Town or Board of Education official also may request an advisory opinion concerning the activities of any department over which he/she has jurisdiction or agency on which he/she serves.

Individuals initiating a request for an advisory opinion must do so by completing a form available through the Ledyard Town Clerk's Office or through the Town's website www.ledyardct.org. The form must contain a statement setting forth the advice requested and the relevant facts known to the individual making the request so that the Ethics Commission can reasonably be expected to understand the nature of the request.

The individual making the request must sign and date the form. Requests must be addressed in a sealed envelope to the Ethics Commission, c/o The Ledyard Town Clerk, 741 Colonel Ledyard Highway, Ledyard, CT 06339-1511 who will date stamp the envelope and forward the sealed envelope promptly to the chair or vice-chair of the Ethics Commission. Within five (5) business days that said request is received by the Town Clerk, the Town Clerk or his/her representative shall notify the chair or vice-chair of the Ethics Commission, or both, of same. The date the request is received by the Town Clerk will mark the official date of receipt for purpose of deadlines for decisions. The chair or vice-chair of the Ethics Commission shall sign a form, provided by the Town Clerk, acknowledging the receipt of the request.

The chair will present the request to the Ethics Commission at its next regular meeting or at a special meeting at an executive session, except upon the request

of the individual that is seeking the advisory opinion to present the request in open session.

Advisory opinions will be made by a majority of the Ethics Commission members voting at a meeting at which a quorum is present. The Ethics Commission will issue an advisory opinion as expeditiously as possible but in any event within ninety (90) business days from the day it first considers the request. The Ethics Commission may extend the time for a decision for up to an additional thirty (30) business days. All advisory opinions must be in writing and communicated to the individual making the request.

The Ethics Commission may decline to render an advisory opinion if (1) the subject matter is not covered by the Code of Ethics, (2) the known facts are incomplete or incorrect, and the omission or misstatements are material to the advisory opinion requested, or (3) other reasonable grounds exist for not taking action. If the Ethics Commission decides to so act, it shall state its reasons.

B. Complaints.

- i. Filing of a Complaint. A complaint alleging any violation of the Code of Ethics shall be made on a form prescribed by the Ethics Commission available at the Town's website www.ledyardct.org or through the Town's Clerk office, and signed under penalty of false statement. The form shall be delivered to the Town Clerk in a sealed envelope who will date stamp the envelope and forward the sealed envelope promptly to the chair or vice-chair of the Ethics Commission. On the day the sealed envelope is received by the Town Clerk, the Town Clerk or his/her representative shall notify the chair or vice-chair of the Commission, or both, and the respondent within five (5) business days of receipt of the complaint. The chair or vice-chair of the Ethics Commission shall sign a form, provided by the Town Clerk, acknowledging the receipt of the complaint. The Ethics Commission shall also notify the respondent that a complaint was received and that it will conduct a probable cause determination and invite the respondent to provide any information the respondent deems relevant to the Ethics Commission's determination of probable cause. No complaint may be made under the Code of Ethics unless it is filed with the Ethics Commission within three (3) years after the violation alleged in the complaint has been committed.

The Complaint shall include the: (i) the name of the person accused (respondent); (ii) name of the person filing the complaint; and (iii) the specific acts alleged to constitute a violation of the Code of Ethics and when said actions occurred.

- ii. Probable Cause Determination
Within sixty (60) business days of the receipt of a complaint by the Chair or Vice-Chair, the Ethics Commission shall review and determine whether there is probable cause that a violation of the Code of Ethics has occurred. A finding of probable cause means that based on a review of the available information, *and any additional information the Ethics Commission deems relevant*, the Ethics

Commission determines that reasonable grounds exist to believe that the respondent engaged in prohibited conduct by the Code of Ethics. If the Ethics Commission does not make a finding of probable cause, the complaint shall be dismissed, and a copy of its decision shall be mailed to both the complainant and the respondent. Unless the Ethics Commission makes a finding of probable cause, a complaint alleging a violation of this Code of Ethics shall be confidential except upon the request of the respondent.

If the Ethics Commission makes a finding of probable cause, which shall require three (3) affirmative votes, it shall so advise both the complainant and the respondent and begin a formal investigation.

iii. Hearings

If the Ethics Commission decides that probable cause of a violation of the Code of Ethics exists, it will conduct a public hearing to determine whether or not a violation occurred in accordance with Uniform Administrative Procedure Act (“UAPA”) (See Chapter 54 of the Connecticut General Statutes). At the hearing, the respondent will have the right to be represented by legal counsel; to present evidence and witnesses and compel the attendance

of witnesses; to produce books, documents, records and papers; to examine and cross-examine witnesses; and to inspect and copy relevant and material records, papers and documents. Hearings are not governed by the legal rules of evidence and any information

relevant to the matter may be considered. The Ethics Commission will respect the rules of privilege recognized by the law. Not later than ten business (10) days before the start of the hearing, the Ethics Commission will provide the respondent with a list of its intended witnesses. The Ethics Commission will make a record of the proceedings.

iv. Final Decisions

Decisions by the Ethics Commission that a person is in violation of the Code of Ethics must result from the concurring vote of ~~three (3)~~ *four (4)* of its members. The Ethics Commission must render its decision within sixty business (60) days of the closing of the hearing. Such finding and memorandum will be deemed to be the final decision of the Ethics Commission for the purposes of the UAPA. The respondent may appeal to the superior court in accordance with the provisions of Section 4-183 of the Connecticut General Statutes. If the Ethics Commission determines that the Code of Ethics was violated, it will provide the respondent, the Mayor, the Ledyard Town Council and the Board of Education (if applicable) with a copy of its findings and memorandum within ten (10) business days after its decision. It will also advise the respondent of his/her right to appeal the decision pursuant to Section 4-183 of the Connecticut General Statutes.

v. Penalties for Violations of the Code of Ethics

A violation of the Code of Ethics may lead to any one or a combination of the following penalties:

- a. order to cease and desist the violation;
- b. pay a civil penalty of up to the maximum amount permitted by State law;
- c. censure;
- d. suspension without pay;
- e. demotion;
- f. termination of employment or contract; and
- g. Restitution of any benefits received because of the violation committed.

Penalties will be determined by a vote *of seven (7) members* ~~majority~~ of the Town Council within sixty (60) business days after receipt of the finding and memorandum of Ethics Commission.

The remedies and procedures specified in any applicable statutory and Charter provisions, personnel rules, contract grievance rules, or other work rules, policies, and procedures, shall be followed in the enforcement of this section.

Section 12. Effective Date.

The provisions of this Ordinance shall become effective six months after the Ethics Commission's Organizational Meeting.

Section ~~13~~ 2. Severability.

If any part of this Code of Ethics or Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Signed/Certified on: _____
Gary St. Vil, Chairman

Approve/Disapprove on: _____
Fred B. Allyn, III, Mayor

Published on: _____
Patricia A. Riley, Town Clerk

Effective Date: _____

.....
History: Based on the public's interest to establish standards of ethical conduct for all town officials and town employees and for those who serve or conduct business with the Town of Ledyard. This Code of Ethics and Ethics Commission was developed to establish guidelines for the conduct of those in public service; and to establish a procedure to be followed by the Ethics Commission in receiving, adjudicating, and reporting on alleged violations of the

The Administration Committee's agreed to send the draft Ordinance to the Town Council to review to be sure everyone's comments were captured before sending the draft Ordinance to the Town Attorney for a final review; prior to setting another Public Hearing.

RESULT: CONTINUED

Next Meeting:06/10/2026 5:30 p.m.

- No Action on the
2. Continued discussion and possible action regarding proposed amendments to Ordinance #300-029 (rev. 1) "*An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities*" as presented at the April 8, 2026 Public Hearing.

Parks, Recreation, & Senior Citizens Director Scott Johnson, Jr., asked that the Administration Committee defer action on the Ordinance #300-029 (rev. 1) "*An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities*". He stated that he and Farmers Market Committee Chairman Pam Ball have discussed the Vendors selling "*Spirits*" and selling products in glass containers. He explained that Section 1 of the Ordinance stated: "*the use, consumption, possession, sale or purchase of **alcoholic liquor**, as defined in C.G.S. § 30-1*"; therefore, he stated they were going to allow "*Spirits*" under the definition of "*Alcoholic liquor*". He also stated that he would be providing a letter authorizing products to be sold at the Farmers Market that were packaged in glass and ceramic containers. He stated that he planned to work with Police Chief John Rich to thoroughly review Ordinance #300-029 (rev. 1) to make sure it addressed some of the State's Alcoholic Liquor Licenses, noting that they have five different manufacturer licenses, which could provide 25-off-site licenses. He stated that they would also use this opportunity to update some of the "*Administrative Control*" assignments noting that the Parks & Recreation was combined with the Senior Citizens Commission, since the Ordinance was last updated.

Councilor Barnes noted that Farmers Market Committee Chairman Pam Ball was attending tonight's meeting remotely via Zoom; and he asked whether she would like to provide any comments.

Ms. Pam Ball, 674 Shewville Road, Ledyard, Farmers Market Committee Chairman, stated that she and Mr. Johnson met to discuss the upcoming 2026 Farmers Market. She noted that Mr. Johnson emailed her stating that the Farmers Market would be allowed to have all three types of alcohol (Beer, Wine, Spirits). She stated that she appreciated Mr. Johnson help, noting in three weeks they were going to have 1,000 people at the Lower Town Green to kick off the Farmers Market 2026 Season.

RESULT: NO ACTION

Next Meeting:06/10/2026 5:30 p.m.

3. Any other Old Business proper to come before the Committee – None.

VIII. ADJOURNMENT

Councilor Barnes moved the meeting be adjourned, seconded by Councilor Garcia-Irizarry

VOTE: 2 - 0 Approved and so declared, the meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry
Committee Chairman
Administration Committee